

STUDENTS

To be heard  
at 12/16 board meeting

09.36 AP.212

# OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

## FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: East Oldham Middle SchoolEmployee(s) In Charge: Kendall RossGroup: KUNADestination: Crowne Plaza in Louisville, KYDate(s) of Trip: 3/16/25-3/18/25Time of Departure: 2:30 PMTime of Return: 12:30-2:30 PMApproximate Mileage (one way): 30 \*Approximate Number of Students: 20Number of Chaperones/Adults: 1-2TOTAL TRANSPORTED: 21-22 \*Number of Buses: 0

\*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Student Drop Off & Pick Up

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form\*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ 5900Other \$ 710Total Charges \$ 6610Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The Kentucky United Nations Assessmably is a mock UN which allows students to represent other countries and gain perspective about others' lives. Stduents have the chance to meet with others across the state and build important skills such as communication and empthay. In addition, they will be able to practice debate procedures in finding and expressing their thoughts and opinions in a structured manner.

Requested by: Kendall RossDate: 12/05/2024

### APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 12-8-24Approved/Disapproved: [Signature], Level Director Date: 12-12-24

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

\*Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.

\*ALL Overnight Field Trips and trips using Common Carriers must be approved by the school board and Superintendent.

Upon approval, the school will receive an approved form from the Superintendent. \*

### RELATED PROCEDURES:

09.36 (all procedures)

No bus

STUDENTS

09.36 AP.212

*To be heard @ Jan Board meeting*

**OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE PROCEDURE**

**FIELD TRIP BUS REQUEST FORM**

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: South Oldham Middle SchoolEmployee(s) In Charge: Chris MorseGroup: KUNADestination: Crowne Plaza Louisville Airport HotelDate(s) of Trip: March 6-8Time of Departure: 6th/morningTime of Return: 8th/late morningApproximate Mileage (one way): 23 \*Approximate Number of Students: 20Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 22 \*Number of Buses: N/A

\*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Parent's will transport their child to the hotel

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form \*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

KUNA conference - This is a student-run conference where the students will share and debate their country's UN resolution, participant in a parade-of-nations and international village, and some will participate on the UN Security Council.

Requested by: Chris MorseDate: 12/18/2024**APPROVAL/DISAPPROVAL**Approved/Disapproved: Vivian Whitak, Principal Date: 12-19-24Approved/Disapproved: [Signature], Level Director Date: \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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Upon approval, the school will receive an approved form from the Superintendent. \*

**RELATED PROCEDURES:**

09.36 (all procedures)

To be heard  
@ 1/27 board  
meeting

OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE REGULATION

FIELD TRIP BUS REQUEST FORM

8005.01F

Related to: Policy 8005, 4055, 8005AR, 8005.001F

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: North Oldham High School

Employee(s) In Charge: Kiley Handley & Meredith Grace Group: Student Y

Destination: Crowne Plaza 830 Phillips Lane, Louisville KY 40209

Date(s) of Trip: March 2nd-4th Time of Departure: 3 pm Time of Return: 11 am

Approximate Mileage (one way): 16 miles \*

Approximate Number of Students: 55

Number of Chaperones/Adults: 3

TOTAL TRANSPORTED: NA \*

Number of Buses: NA

\*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Parent Drivers

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form\*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: NA

If optional, indicate student charges:

Transportation (mileage, driver)	\$ <u>NA</u>
Admissions	\$ <u>295</u>
Other	\$ <u>10</u>

Total Charges \$ 305

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The Kentucky United Nations Assembly (KUNA) is a 3-day, experiential-learning conference in which students participate directly in simulated international diplomacy. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

Requested by: Kiley Handley Date: 01/07/2025

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 1/9/25

Approved/Disapproved: [Signature], Level Director Date: 1/9/25

Approved/Disapproved: [Signature], Superintendent Date: \_\_\_\_\_

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Upon approval, the school will receive an approved form from the Superintendent. \*

Adopted

Oldham County Board of Education

September 2, 1980

Revised: February 1, 1985, September 1991, April 29, 1996, June 19, 1998, June 9, 1999, November 23, 1999, April 2, 2001, March 25, 2004, March 22, 2005, July 27, 2005, August 10, 2006, June 28, 2007, March 11, 2008, July 16, 2008, February 4, 2014, July 17, 2015, January 6, 2017, January 18, 2019

STUDENTS

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OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE PROCEDURE

OCBE MTG

FIELD TRIP BUS REQUEST FORM

09.36 AP.212 JAN 27 2025

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: South Oldham High School

Employee(s) In Charge: Ryan McAllister

Group: Band

Destination: Galt House - Louisville, Ky

Date(s) of Trip: 2/5/25 - 2/8/25

Time of Departure: 5 pm

Time of Return: 4 pm

Approximate Mileage (one way): 20 \*

Approximate Number of Students: 5

Number of Chaperones/Adults: 1

TOTAL TRANSPORTED: 6 \*

Number of Buses: 0

\*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Individual student' s parents

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form \*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver) \$

Admissions \$70 (folder fee)

Other \$180 (hotel room)

Total Charges \$250

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Attend KMEA All-State Band - students audition against hundreds of other students from around the state to be selected. They will rehearse with a high level conductor and give a performance at the Kentucky Center for the Arts at the end of the weekend.

Requested by: Ryan McAllister

Date: 12/19/25

APPROVAL/DISAPPROVAL

Approved/Disapproved: \_\_\_\_\_, Principal

Date: \_\_\_\_\_

Approved/Disapproved: Muesia Woodson, Level Director

Date: 12-19-25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

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RELATED PROCEDURES:

09.36 (all procedures)

Adopted

Oldham County Board of Education

July 1, 2024

STUDENTS

09.36 AP.212

OCBE MTG

OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE PROCEDURE

JAN 27 2025

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: South Oldham High School

Employee(s) In Charge: Ryan McAllister and Amanda Croak

Group: Winterguard

Destination: Warren Central High School - Indianapolis, IN

Date(s) of Trip: 2/22/25-2/23/25

Time of Departure: 7 am

Time of Return: 5 pm

Approximate Mileage (one way): 130 \*

Approximate Number of Students: 16

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 20 \*

Number of Buses: 0

*\*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)*

*\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Individual student's parents

*\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form\**

*\*All tolls are the responsibility of the school or group requesting the trip.*

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$50 (hotel) \_\_\_\_\_

Total Charges \$50 \_\_\_\_\_

Number of Instructional Days Lost: 0

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Attend Winterguard International Competition

Requested by: Ryan McAllister

Date: 12/13/24

APPROVAL/DISAPPROVAL

Approved/Disapproved: Melissa Woodley, Principal

Date: 12-13-24

Approved/Disapproved: [Signature], Level Director

Date: 1/14/25

Approved/Disapproved: [Signature], Superintendent

Date: \_\_\_\_\_

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RELATED PROCEDURES:

09.36 (all procedures)

STUDENTS

09.36 AP.212

OLDHAM COUNTY BOARD OF EDUCATION  
ADMINISTRATIVE PROCEDURE

OCBE MTG

JAN 27 2025

FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒

EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐

School: South Oldham High School

Employee(s) In Charge: Ryan McAllister and Amanda Croak

Group: Winterguard

Destination: Dayton, Oh

Date(s) of Trip: 4/3/25 - 4/5/24

Time of Departure: 8 am

Time of Return: 11 pm

Approximate Mileage (one way): 30 \*

Approximate Number of Students: 16

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 20 \*

Number of Buses: 0

\*[44 Person Maximum for MS/HS] [60 Person Maximum for ELEM]

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Individual student' s parents

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form \*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$

Admissions \$

Other \$150 (hotel)

Total Charges \$150

Number of Instructional Days Lost: 0

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?  
Attend Winterguard International Championships

Requested by: Ryan McAllister

Date: 12/13/24

APPROVAL/DISAPPROVAL

Approved/Disapproved: Mearia Woodley, Principal

Date: 12-13-24

Approved/Disapproved: M. J. J. J., Level Director

Date: 11/14/25

Approved/Disapproved: \_\_\_\_\_, Superintendent

Date: \_\_\_\_\_

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RELATED PROCEDURES:

09.36 (all procedures)

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## FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: South Oldham Middle SchoolEmployee(s) In Charge: Chris MorseGroup: KUNADestination: Crowne Plaza Louisville Airport HotelDate(s) of Trip: March 6-8 March 5, 6, 7 Time of Departure: 6th/morning Time of Return: 8th/late morningApproximate Mileage (one way): 23 \*Approximate Number of Students: 20Number of Chaperones/Adults: 2TOTAL TRANSPORTED: 22 \*Number of Buses: N/A

\*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Parent's will transport their child to the hotel

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form\*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Required

If optional, indicate student charges:

Transportation (mileage, driver) \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total Charges \$ \_\_\_\_\_

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

KUNA conference - This is a student-run conference where the students will share and debate their country's UN resolution, participant in a parade-of-nations and international village, and some will participate on the UN Security Council.

Requested by: Chris MorseDate: 12/18/2024

### APPROVAL/DISAPPROVAL

Approved/Disapproved: Kinda Witak, Principal Date: 12-19-24Approved/Disapproved: Jan, Level Director Date: 1-16-25

Approved/Disapproved: \_\_\_\_\_, Superintendent Date: \_\_\_\_\_

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### RELATED PROCEDURES:

09.36 (all procedures)

STUDENTS

To be heard  
e 1/27 board  
meeting

09.36 AP.212

# OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE PROCEDURE

## FIELD TRIP BUS REQUEST FORM

09.36 AP.212

OVERNIGHT ☒EXTENDED DAY ☐

(Same day but extends beyond the school day)

DAY TRIP ONLY ☐School: Arvin Education CenterEmployee(s) In Charge: Tonya Burns, Rachael Moore Group: ARVIN HOSADestination: HOSA KY State Leadership Conference, Crowne Plaza, 830 Philips Lane, Louisville, KYDate(s) of Trip: March 20-22 Time of Departure: 9:30am Time of Return: 2:00pmApproximate Mileage (one way): 26.4 \*Approximate Number of Students: 50Number of Chaperones/Adults: 4TOTAL TRANSPORTED: 0 \*Number of Buses: 0

\*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

\*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): parent pick up and drop off

\*Common Carriers must be Board approved and should have the 8005.02F accompanying this form\*

\*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: optional

If optional, indicate student charges:

Transportation (mileage, driver) \$                     Admissions \$ 75.00Other \$ 100.00Total Charges \$                     Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The state leadership conference gives students an opportunity to expand their knowledge and network with in the health industry.

Requested by: Tonya M Burns Date: 01/10/2025

### APPROVAL/DISAPPROVAL

Approved/Disapproved: Mark Walker, Principal Date: 1.24.25Approved/Disapproved:                     , Level Director Date: 1/27/25Approved/Disapproved:                     , Superintendent Date:                     

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### RELATED PROCEDURES:

09.36 (all procedures)